



Secretary of State

**Agency Information Technology Performance Report
2017 Biennial Report**

Please complete this report by close of business October 25, 2016.

Please upload your final Performance Report and all applicable spreadsheets to your individual Agency folder in the Biennial Reporting SharePoint Site found at:

https://ent-sp1.mt.gov/sites/bienrpt/_layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx.

MCA [2-17-521\(4\)](#) requires the Department of Administration to prepare a biennial report on Information Technology (IT) based on the Agency IT Plans and Performance Reports required under MCA [2-17-524](#).

This performance report evaluates progress made towards the objectives articulated in your 2014 Agency IT Plan, which can be found at:

https://ent-sp1.mt.gov/sites/bienrpt/_layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx.

Please answer each section below based on your 2014 Agency IT Plan (*add lines to the tables as needed*).

Section 1: An evaluation of the Agency's performance relating to IT (MCA [2-17-524\(3\)\(a\)](#)).

- Referencing the goals and objectives noted in Section 10 of your 2014 Agency IT plan, please fill in the table below with the information for each goal and objective.
 - 2014 Agency IT plans can be found in your Agency folder located at https://ent-sp1.mt.gov/sites/bienrpt/_layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx.
- Please provide an update on the efforts to implement your Agency 2014 IT goals and objectives. Your update may include how a goal/objective has advanced the Agency mission.

GOAL	OBJECTIVES	UPDATE
Enable businesses to register quickly and easily with the Secretary of State's Office.	Enable more online services for the public and business customers.	SIMS Phase 2 went live Aug. 22, 2016, enabling nearly all business filings to be conducted online.
Keep business registration fees low.	Ensure online services are automated.	Online services are automated.
Minimize vendor support contracts.	Provide more internal application support.	IT staff are learning new SIMS system to provide internal support.
Minimize system development and deployment time.	Utilize cloud services whenever possible.	SIMS and eSERS are both cloud hosted. SOS is among the first state agencies with a major application hosted in the cloud, and is the very first in the state Microsoft Azure G-Tenant cloud with eSERS.
Improve data security.	Implement IT security plan.	Implemented SOS breach response plan in March, 2015. Implemented additional security monitoring and risk mitigation for elections systems in August, 2016.

Section 2: An assessment of progress made toward implementing the Agency IT Plan (MCA [2-17-524\(3\)\(b\)](#)).

- Please detail progress made toward completing IT projects identified under section 11 of your 2014 Agency IT Plan.
 - Your Agency plan can be found in your Agency folder located at https://ent-sp1.mt.gov/sites/bienrpt/_layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx.
- Please include project cost, schedule and completion information.

ITEM	DESCRIPTION	ACTUAL AS OF JUNE 30, 2016
Project Name: SIMS Phase 2	Business Services System replacement (extended from the 2012 plan). Replace an aging and outdated legacy mainframe application that contains information on every registered business in Montana, and several smaller applications and databases that support office accounting and other filings.	
Agency / Division:	Business Services	
Project / Program purpose and objectives	<ol style="list-style-type: none"> 1. The system will expand online services to all filings required by statute. 2. Online filings will be fully automated, with only the exception processing requiring human intervention. 3. The system will transition to internal support within two years of implementation. 4. Hosted in the cloud, this system will not require a large cash outlay for equipment and a 5-year replacement cost for that equipment. 5. The system will be compliant with SOS security policy. 	
Estimated start date	April, 2014	
Estimated cost	\$2,800,964	\$1,519,145
Funding source – 1	HB10	
Funding source – 2		
Funding source – 3		
Annual costs upon completion	\$200,000	
Status of the project as of June 30, 2016. Indicate % completed and status of funds expended.	90% Completed, with \$1,519,145 spent as of June 30, 2016. All payment milestones (except software license fees) have a 50% holdback, therefore percent of dollars spent do not equal percent completed.	

ITEM	DESCRIPTION	ACTUAL AS OF JUNE 30, 2016
Project Name: Online Voter Pre-Registration	Develop a website where voters can pre-register online through a secure website which will be hosted in a state owned data center and modify MT Votes application to process these records. No actual voter registration will occur until the voter interacts with the elections staff in person	
Agency / Division:	Elections	
Project / Program purpose and objectives	<ol style="list-style-type: none"> 1. The system will expand online services for Montana citizens. 2. Online registration will not be fully automated initially, but with the passage of an online voter registration bill, only minor adjustments will be required to make the process fully automated, with only the exception processing requiring human intervention. 3. The system will transition to internal support within two years of implementation. 4. Hosted within the State of Montana Data Center, this system will not require a large cash outlay for equipment and a 5-year replacement cost for that equipment. 	
Estimated start date	April, 2014	
Estimated cost	\$119,801	\$108,885
Funding source – 1	Proprietary	
Funding source – 2		
Funding source – 3		
Annual costs upon completion	\$20,000	\$13,248
Status of the project as of June	100% Completed	

30, 2016. Indicate % completed and status of funds expended.	
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Section 3: An inventory of agency information services, equipment and proprietary software (MCA [2-17-524\(3\)\(c\)](#)).

To collect data on “information services” and “proprietary software”, we are leveraging LDRPS (L10). Our goal is to utilize and maintain LDRPS as the authoritative source for this information.

- Please verify the information in the LDRPS Spreadsheet, making any necessary updates or additions.
- Please email your updated spreadsheet to Dawn Pizzini, subject matter expert, at dpizzini@mt.gov.
 - The LDRPS spreadsheet can be found in your Agency folder located at <https://ent-sp1.mt.gov/sites/bienrpt/layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx>.
 - We will pull a final LDRPS Spreadsheet for submission as part of the Biennial Report based on your Agency’s input.

For “equipment”, we are utilizing the standard Agency Inventory Template Spreadsheet we have used for past biennial reporting and that we are currently using to gather information for the IT Convergence project. The spreadsheet can be found in your Agency folder located at <https://ent-sp1.mt.gov/sites/bienrpt/layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx>.

- If you **have** already provided your inventory for the IT Convergence project, please fill out the last tab labeled **DEVICES**.
 - Please review the entire workbook for accuracy and make any necessary changes.
- If you **have not** provided this inventory, please fill out the entire workbook.

Questions can be directed to:

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